

## **Enrollment Contract Amendment Instructions for the Open Enrollment Period for Fiscal Year 2022 Attendant Compensation Rate Enhancement (July 1, 2021 to July 31, 2021)**

In response to direction from the 81<sup>st</sup> Texas Legislature, the Health and Human Services Commission (HHSC) Provider Finance Department (PFD) adopted rules at Title 1, Texas Administrative Code (TAC) §355.112 to establish procedures for providers of programs for persons with intellectual or developmental disabilities (IDD) to obtain additional funds for increased attendant wages, benefits/insurance, and mileage reimbursement. As per these rules, IDD program providers who choose to participate in the attendant compensation rate enhancement program and receive additional funds must demonstrate compliance with enhanced spending requirements. For providers who choose not to participate in the enhancement program, the attendant compensation rate component will remain constant over time, except for adjustments necessitated by increases in the federal minimum wage and/or legislative appropriations.

### **GENERAL ENROLLMENT INSTRUCTIONS**

All providers contracted to HHSC for eligible services received an Enrollment Notification or an Enrollment Limitation Notification. Both notifications are available on this website listed below for your reference:

<https://pfd.hhs.texas.gov/long-term-services-supports>

**This website is an important tool during Open Enrollment.** All forms, worksheets and instructions are accessed from the website by clicking on your program from the list of services in the left margin. Next, scroll to the heading "Rate Enhancement – Attendant Compensation." Click on the link "View 2022 Rate Enhancement – Attendant Compensation information." All instructions below regarding the location of specific materials for Open Enrollment begins with the assumption that you are on this page for your program (hereafter referred to as "Rate Enhancement webpage for your program").

- The deadline for all materials to request changes in enrollment status are due to be received by HHSC PFD **by July 31, 2021, at 5:00 p.m.** Neither faxes nor e-mails will be accepted.

- **The highest enhancement level that any contract may request is Level 25.**
- Levels are awarded within available funds, and it is possible that a provider will not be awarded the level it requests due to limited funding for the enhancement program.

## **TRAINING**

In order to assist you in understanding the requirements of the Attendant Compensation Rate Enhancement, PFD has created an Open Enrollment Video. This video can be found on our website at:

<https://pfd.hhs.texas.gov/long-term-services-supports>

**From this website, select the appropriate program, scroll down to the heading "Rate Enhancement – Attendant Compensation". Click on "View 2022 Rate Enhancement."**

**You can access the Video by clicking on "Open Enrollment Video".**

## **ENROLLMENT CONTRACT AMENDMENT (ECA)**

The open enrollment for payment rates effective September 1, 2021, begins July 1, 2021, and ends July 31, 2021. To enroll, contracted providers must properly complete the ECA online at the below address.

<https://registration.hhsc.state.tx.us/rfr/RFRLogin.aspx>

***NOTE:** Due to recent server changes, the LTSS Open Enrollment portal site may be marked as unsecure which is due the security certificate for enhanced security measures versus the certificates the server can handle. We will be moving the application to a new server soon. In the meantime, you may receive a "not secure" warning from the website. However, **the site is secure** and you are able to submit your request and data to meet the upcoming deadlines. If you have any questions, please email [costinformationPFD@hhs.texas.gov](mailto:costinformationPFD@hhs.texas.gov)*

Any provider whose properly completed ECA is not received by HHSC PFD by 5:00 p.m. on July 31, 2021, will continue at the Level of Participation in effect during the open enrollment period, within available funds (unless the provider was subject to an Enrollment Limitation as described above). This continued enrollment provision is called "roll-over" enrollment. If you are

unsure of your current Level of Participation, you may look it up on our website.

A properly completed ECA must:

1. Have a checkmark in either the “yes, this facility chooses to enroll” or the “No, this facility chooses not to enroll” box;
2. Verify the fiscal year end for the entity. If incorrect, please email the PFD Help Desk at [costinformationpfd@hhs.texas.gov](mailto:costinformationpfd@hhs.texas.gov) to have the information verified and corrected;
3. Reflect the correct component code for the provider.

In addition, providers checking the “Yes” box must indicate their chosen Level number from 1 to 25 in the “Level” box. Please note that Level 0 is not an option.

**HHSC PFD must receive the ECA submitted through the HHSC PFD website no later than 5:00 p.m. on July 31, 2021.** Requests that are not received by this deadline will not be accepted.

If you have questions concerning the ECA or Open Enrollment, you may contact the PFD Department, Long Term Services and Supports Center for Information and Training [pfd-ltss@hhs.texas.gov](mailto:pfd-ltss@hhs.texas.gov).

## **ENROLLMENT WORKSHEETS AND INSTRUCTIONS**

Enrollment Worksheets and Instructions may help you determine the appropriate level of enrollment. These resources are available on our Rate Enhancement webpage for your program. Locate and open the “Enrollment Worksheets” and “Enrollment Worksheets Instructions” elements on the Rate Enhancement webpage. If you have difficulty in accessing the information from the website, please refer to the contact information at the end of this letter.

## **AWARDED LEVELS**

After September 17, 2021, HHSC PFD will post a list of contracted providers on its Attendant Compensation Rate Enhancement website for all programs and their enrollment status (i.e., participant and associated level or nonparticipant) to be effective September 1, 2021. This “Participation Status – Levels Awarded” list on the Rate Enhancement webpage for your program will be the only notification of enrollment status provided by HHSC.